

# **State Court Administrative Office**

## **Court Employee Compensation Survey Temporary Application**

### **User Manual For CECS Users**

**Version: 1.02**

**November 24, 2008**

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## **1. Introduction**

The Court Employee Compensation Survey (CECS) application will allow the SCAO administrators to upload spreadsheets, which the users can download, fill out and return via email, and compiled reports in PDF format which the users will be able to view or download.

## 2. Logging into MCap

The Michigan Courts Application Portal (MCap) allows access to the applications that a person is able to use. To log into MCap navigate to: <http://courts.mi.gov/mcap/>  
You will see the MCap Login screen (Figure 1):

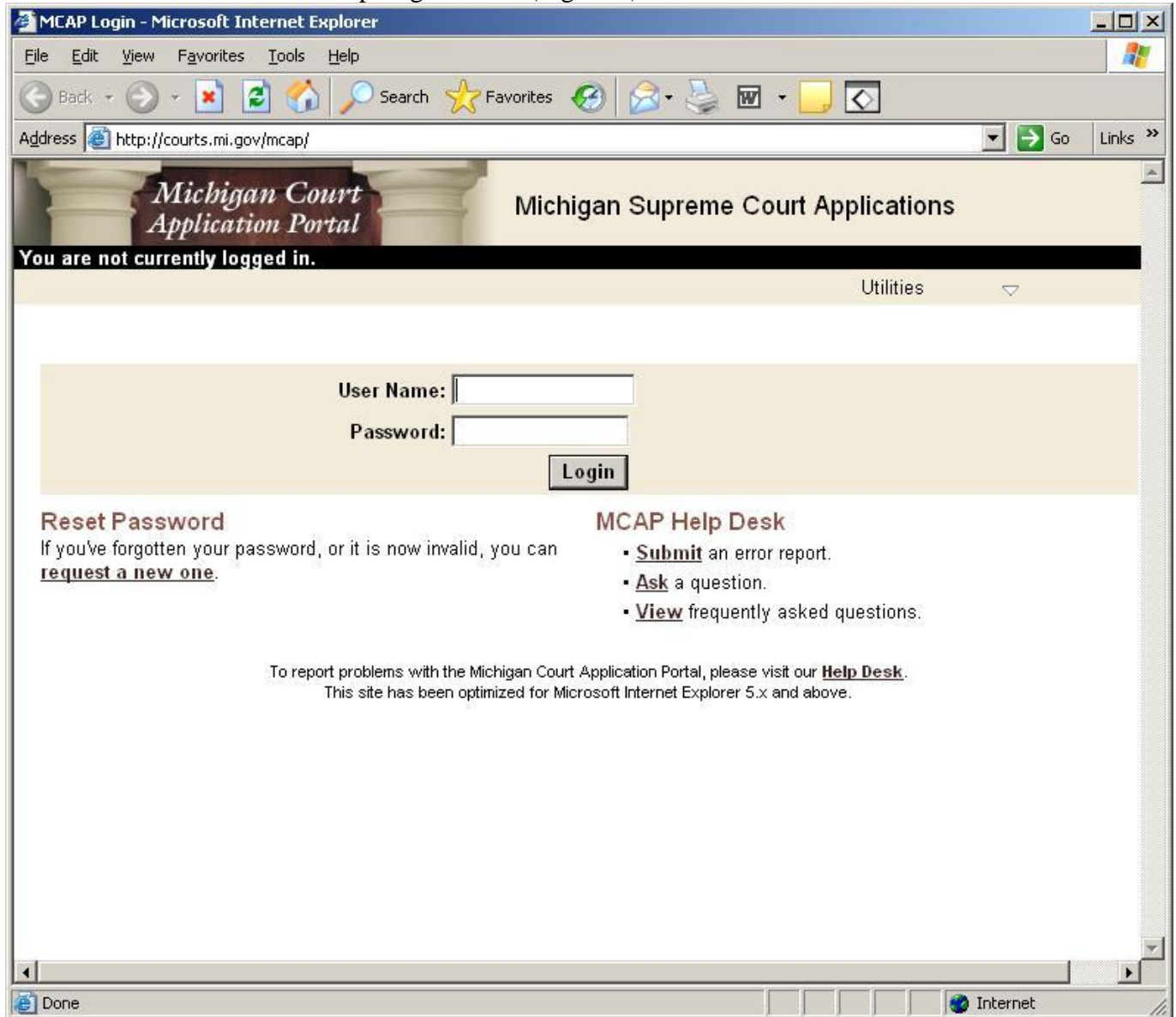


Figure 1: Mcap Login Screen

Enter your User Name and Password and click the Login button or press the Enter key.

### 3. Accessing the Court Employee Compensation Survey Application

The MCap screen will change, displaying a drop down list of the applications you are able to use (Figure 2). Select Court Employee Compensation Survey and click the GO button to the right of the drop down list.

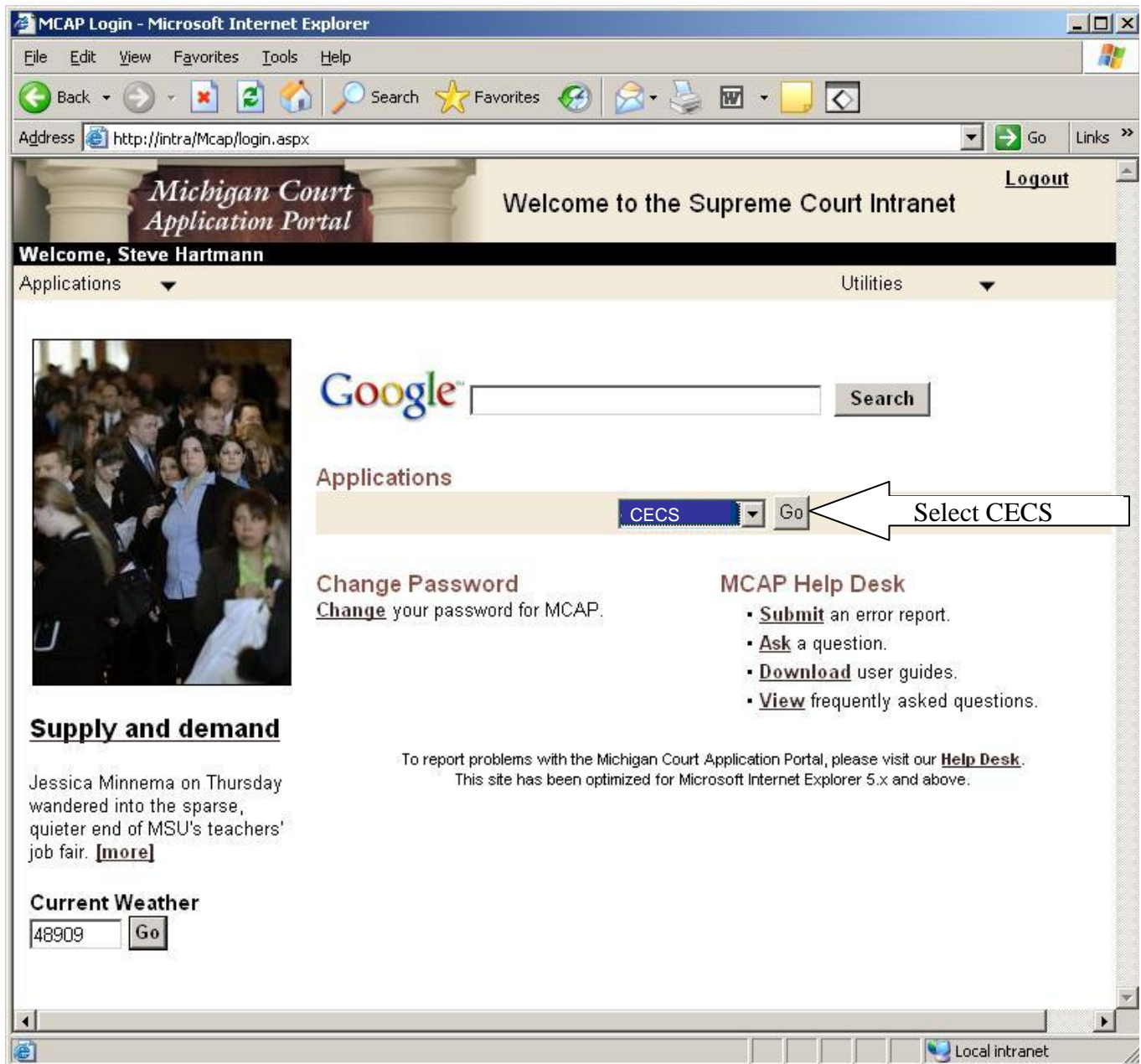


Figure 2: Mcap Screen with Application Drop Down selected

You can also select the application from the Applications ▼ Menu list (Figure 3).

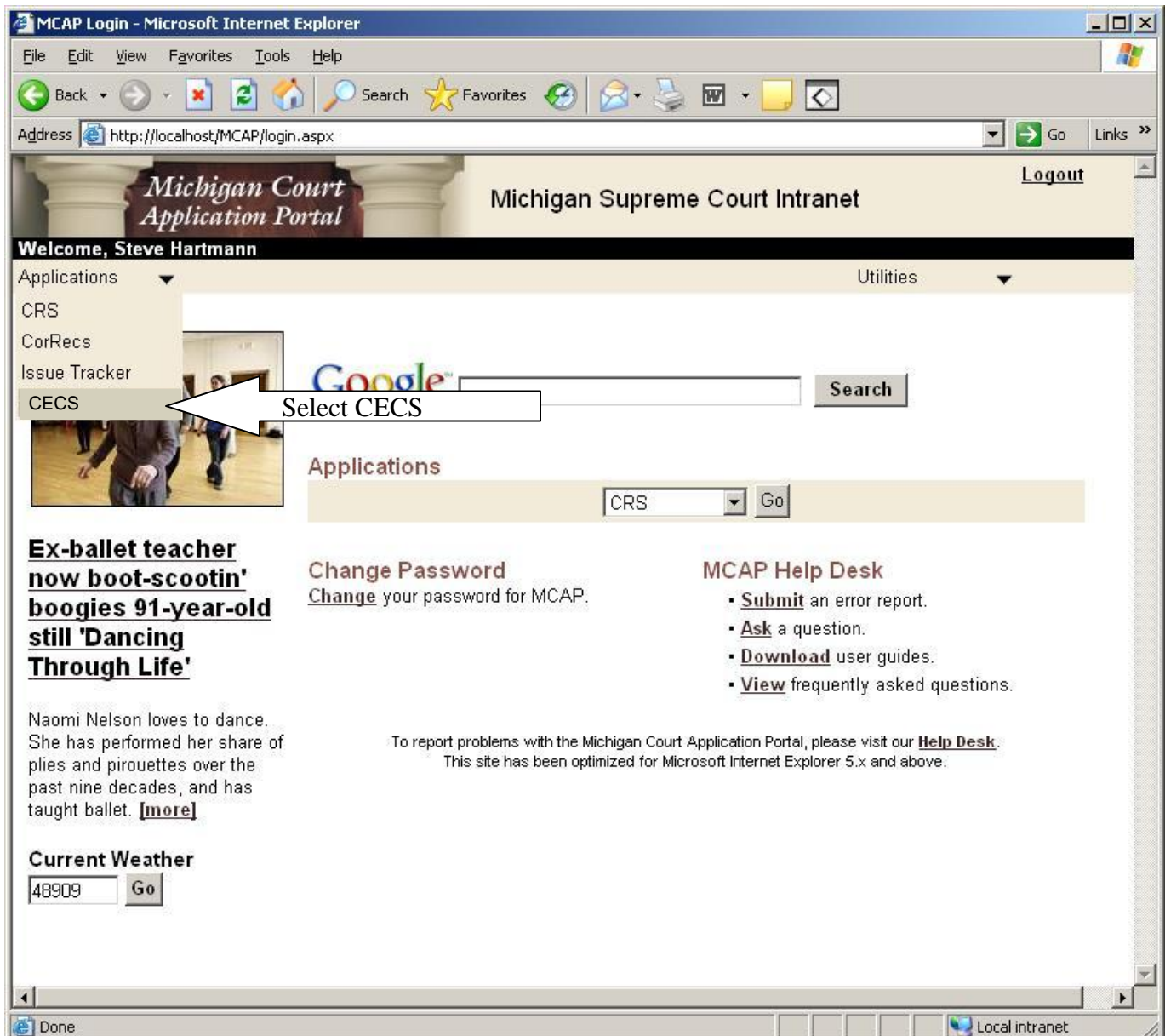


Figure 3: MCap Screen with Application Menu

## 4. Navigation

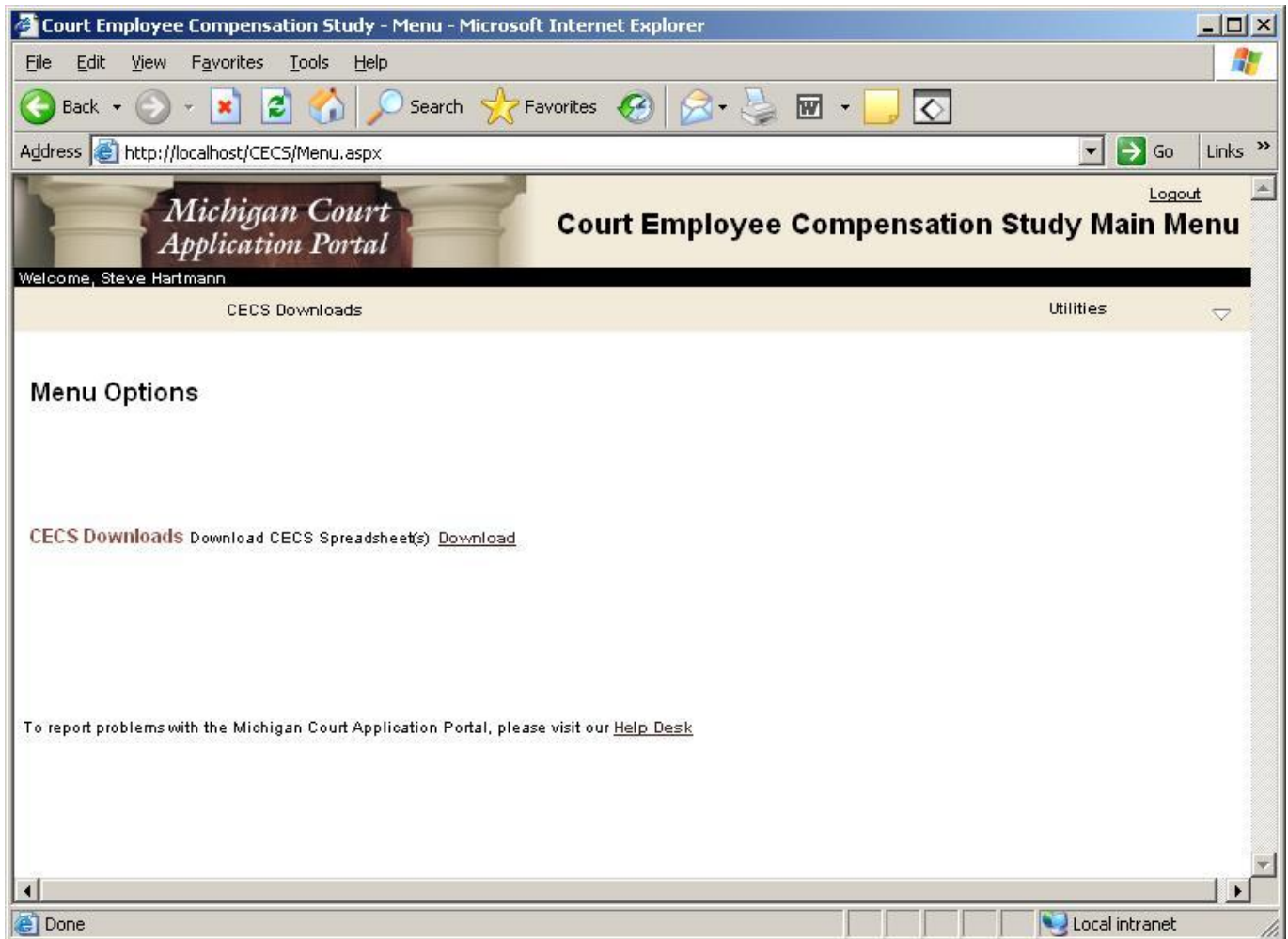


Figure 4: Court Employee Compensation Survey Main Menu

### A. The Court Employee Compensation Survey Drop-Down Menus

#### I. The Menu Bar (Figure 5)

CECS Downloads is the first item in the menu bar and is the only item that does not contain a drop-down list. This item will navigate directly to the Downloads Screen when clicked. The Utilities menu item is actually a MCap menu structure and contains a drop-down list illustrated in Figure 6 and a sub-menu illustrated in Figure 7.

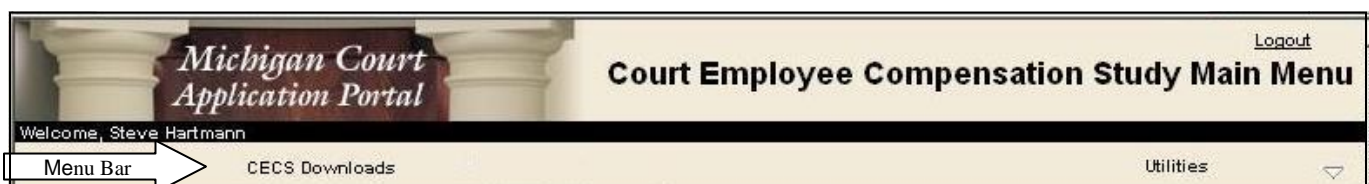


Figure 5: Menu Bar

## II. The Utilities Menu (Figure 6)

This menu is a MCap structure which allows navigation to the MCap Home, Change Email screen, Change Password screen, Phone Lookup screen and a sub-menu with Help Desk items.



Figure 6: Utilities Drop-Down Menu

## III. The Utilities Menu's Help Desk Sub-Menu (Figure 7)

This menu is a MCap structure which allows navigation to screens for submitting an error report, submitting a question, downloading user guides and viewing the frequently asked questions (FAQ) page.




Figure 7: Help Desk Sub-Menu in the Utilities Drop-Down Menu

## 5. Downloads Screen

The Downloads Screen allows the user to download instructions, spreadsheets or reports that are associated with the court type. The administrator can access all spreadsheets and reports. The elements of this screen are:

	Name	Description	Usage
	Instructions	Instructions on downloading files.	Clicking the Instructions link in the top right will scroll to the instructions section.
	Spreadsheet Grid	Grid containing the spreadsheets that the user can access.	Click on the row for the spreadsheet you want to download.
	Report Grid	Grid containing the reports that the user can access.	Click on the row for the report you want to download.



Michigan Court Application Portal

Court Employee Compensation Study Downloads

[Logout](#)

Welcome, Steve Hartmann

Applications

CECS Downloads

Administration

Utilities

Downloads

Instructions

Select Instructions, a Spreadsheet or a Report that you would like to download or view.

Spreadsheet Instructions - 4 files found.

File Name	Type	File Description	Size	Updated
<a href="#">Compensation Survey Instructions.pdf</a>	All	Download these instructions for ALL COURTS.	43 KB	10/27/2008
<a href="#">Position Descriptions Circuit - combined.pdf</a>	Circuit	Download these Circuit Court position descriptions.	30 KB	10/06/2008
<a href="#">Position Descriptions - District.pdf</a>	District	Download these District Court position descriptions.	15 KB	10/06/2008
<a href="#">Position Descriptions - Probate.pdf</a>	Probate	Download these Probate Court position descriptions.	15 KB	10/06/2008

Spreadsheets - 3 files found.

File Name	Type	File Description	Size	Updated
<a href="#">Survey - Circuit Court 03.xls</a>	Circuit	Download this Circuit Court compensation survey file.	97 KB	10/06/2008
<a href="#">Survey - District Court 03.xls</a>	District	Download this District Court compensation survey file.	74 KB	10/22/2008
<a href="#">Survey - Probate Court 03.xls</a>	Probate	Download this Probate Court compensation survey file.	54 KB	10/06/2008

Reports - 1 file found.

File Name	Type	File Description	Size	Updated
<a href="#">Blank Survey as place holder- District Court 03.pdf</a>	District	Open or download this District Court survey report.	18 KB	10/22/2008

Instructions:

Compensation Survey Instructions and Position Descriptions:

- Identify the file titled "Compensation Survey Instructions."
- Click on the link (the name of the file) to open the document.
- Read the instructions on-line or print for future reference. You may also save the document (click File/Save As) to save it to your computer or network.
- Identify the Position Descriptions file with the same court type (listed in the Court Type section) as the court for which you will be entering data.
- Click on the link (the name of the file) to open the document.
- Read the document on-line or print for future reference. You may also save the document (click File/Save As) to save it to your computer or network.

Spreadsheets:

- Identify the file with the same court type (listed in the Court Type section) as the court for which you will be entering data.
- Click on the link (the name of the file) for the spreadsheet file you need to download.
- Depending on the brand and version of your browser, you will be prompted to: View or Download the file, or Open or Save the file. Click either Download or Save.
- Rename the file in accordance with the Compensation Survey Instructions.

Reports:

- Click on the link (the name of the file) to open the report you wish to view.
- Read the document on-line or print for future reference. You may also save the document (click File/Save As) to save it to your computer or network.

To report problems with the Michigan Court Application Portal, please visit our [Help Desk](#)

Figure 8: CECS Downloads Page

## 6. How Do I?

### A. Change my password

- Once logged into MCap you can change your password by clicking on the Change Password link on the MCap main page or selecting the Change Password menu item from the Utilities dropdown menu.



Figure 9: Change Password link on Main MCap page.

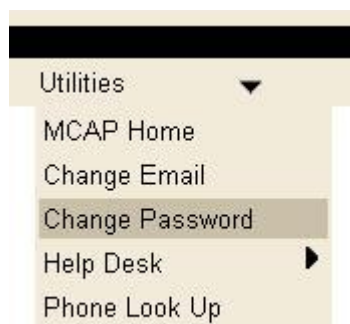
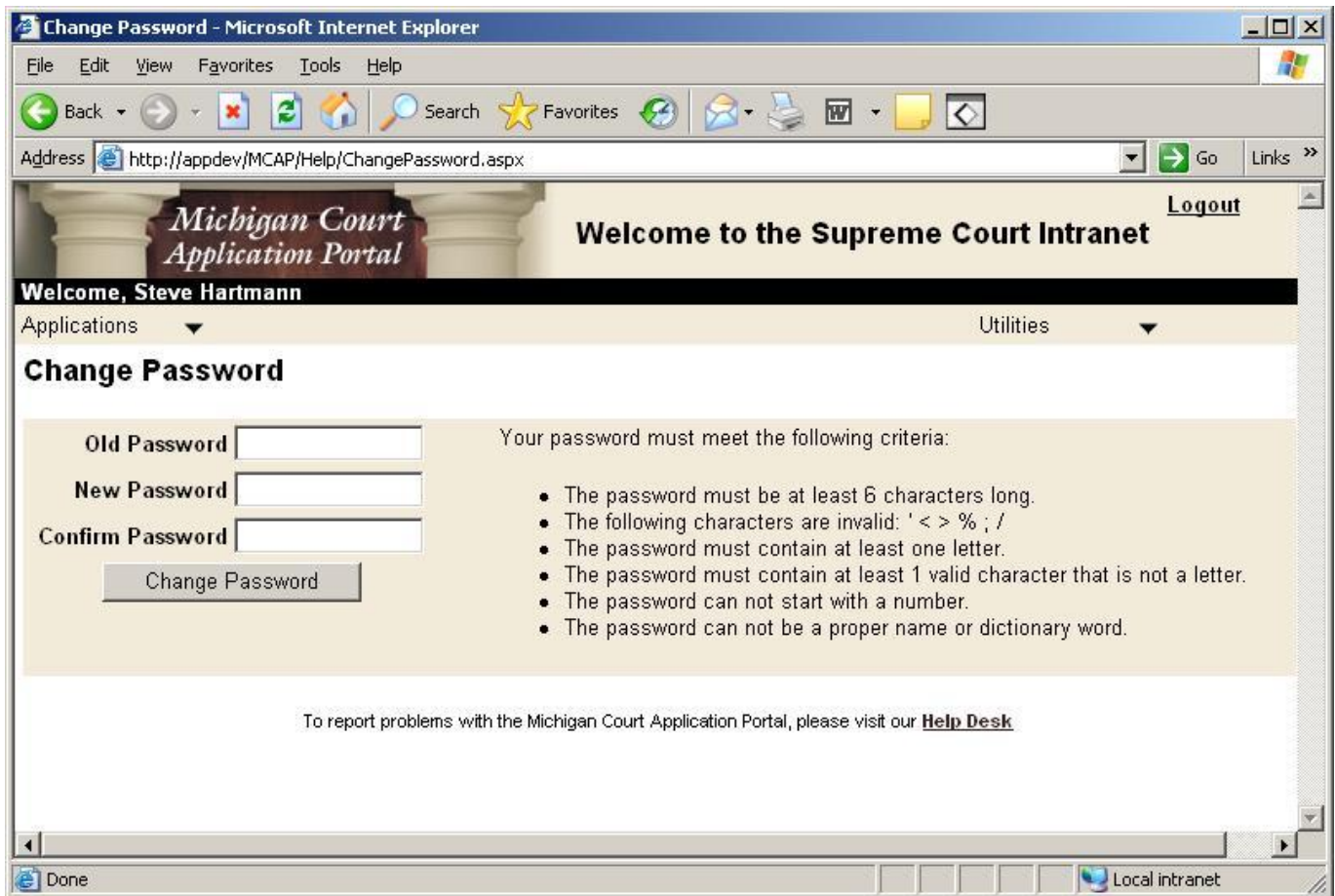


Figure 10: Change Password menu item on the Utilities dropdown menu.

- This will take you to the Change Password Screen. Here you must enter your old password and your new password. Your new password must be entered in each of the last two text boxes where the second will verify the entry in the first. This helps make sure that the password wasn't mistyped which would keep a person from being able to log in subsequently. Please read the six rules for password structure on the right side of the screen. Once you have filled in the three text boxes, click the Change Password button.



**Figure 11: Change Password Screen.**

- If the password in the New Password text box does not match the password in the Confirm Password text box an error message will appear, in red, just above the Old Password text box.

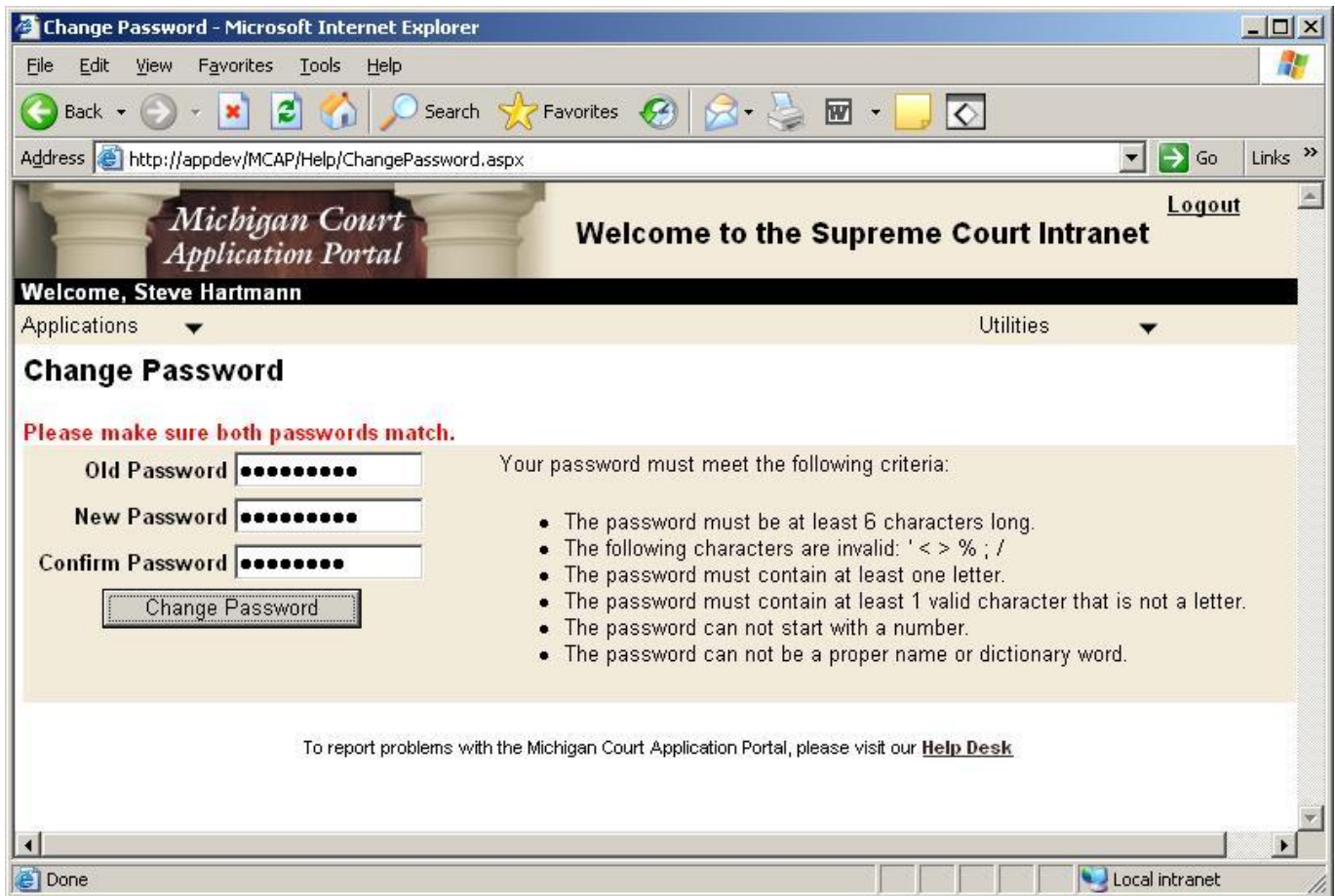


Figure 12: Change Password Screen with mismatch error.

- If your new password violates one of the rules for password structure an error message will appear, in red, just above the Old Password text box.

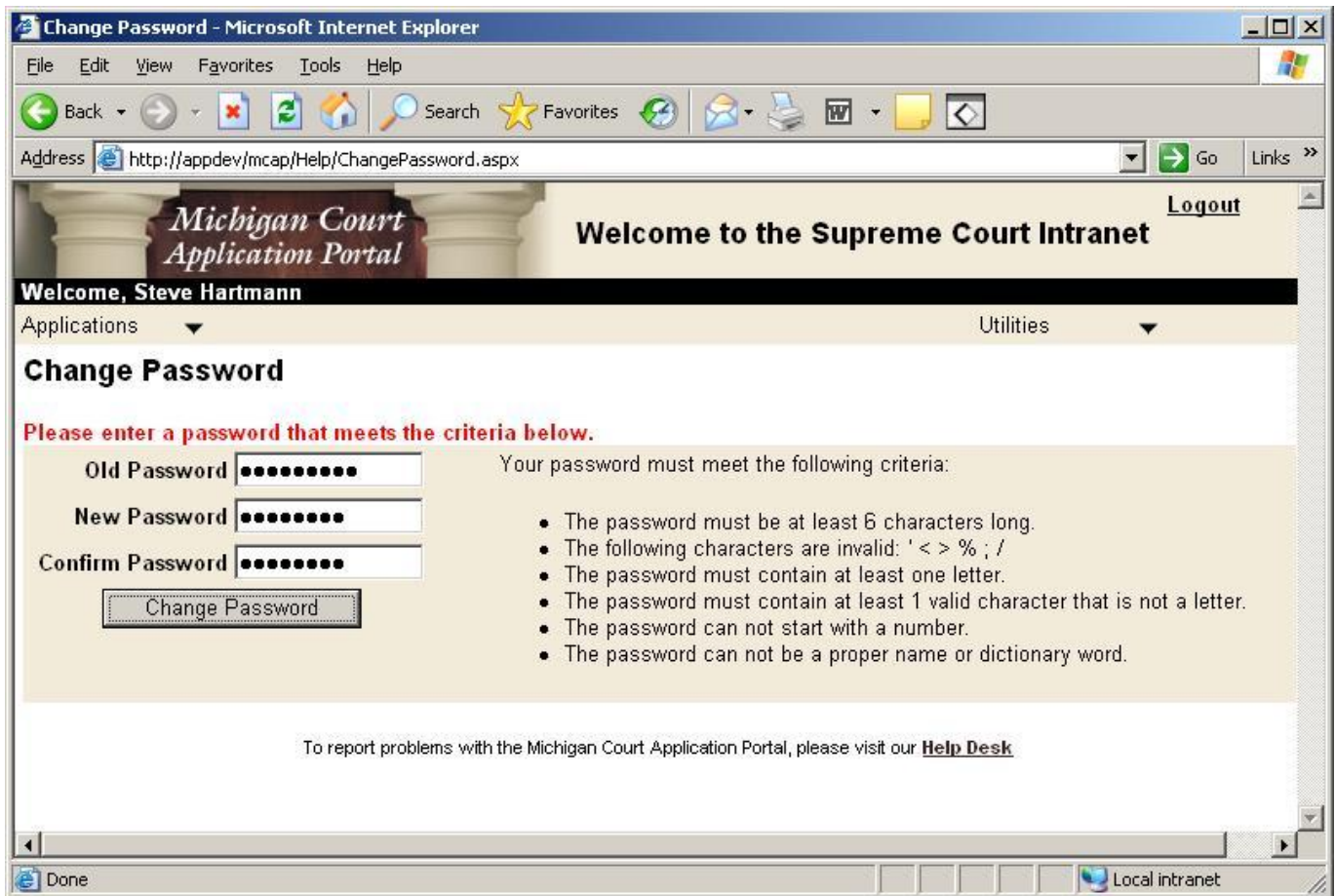


Figure 13: Change Password Screen with “password does not meet criteria” error.

- If all is well a message will appear, in red, just above the Old Password text box indication that your password has been changed and you may continue.

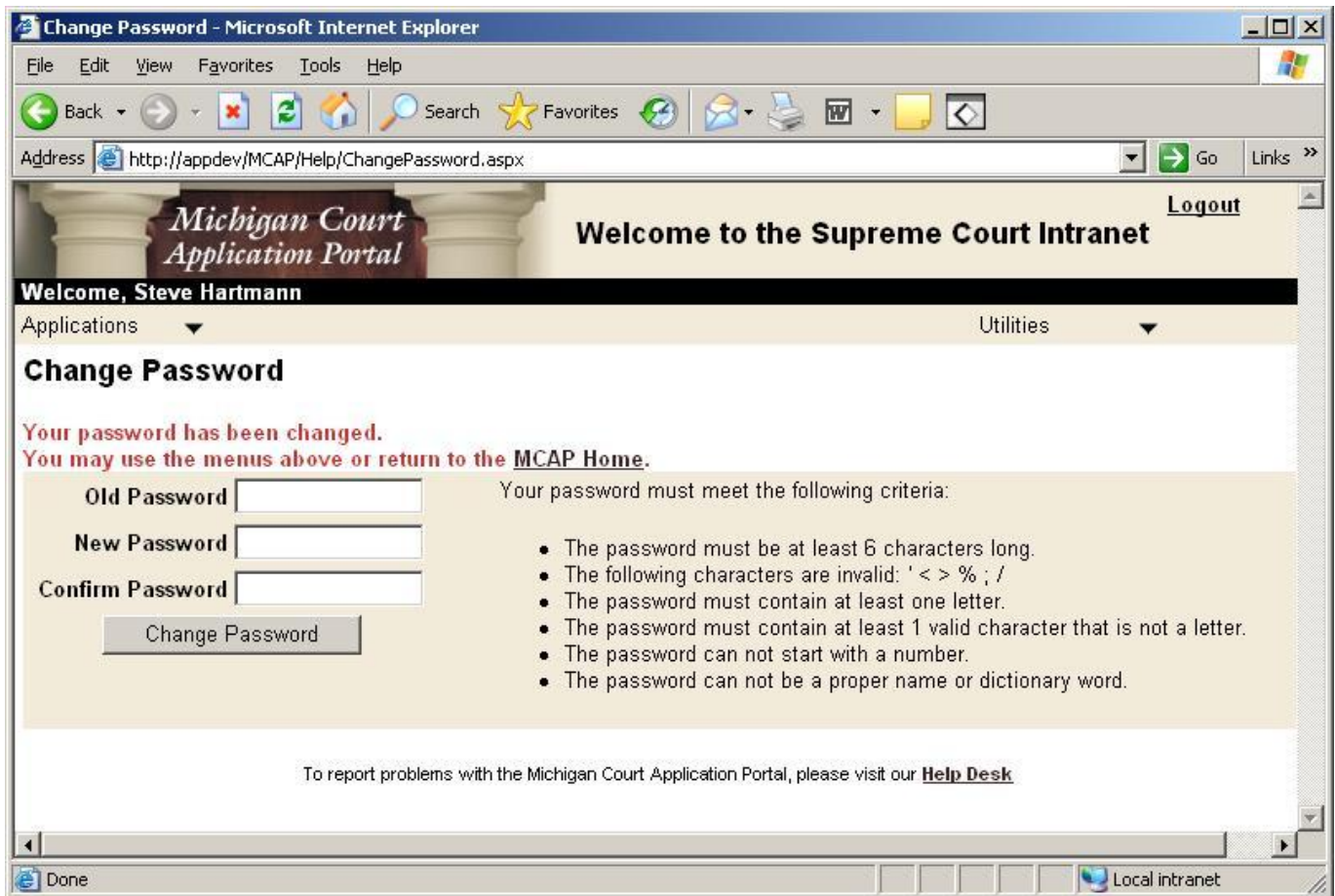


Figure 14: Change Password Screen, successful change.